

**Minutes of the Regular Meeting
Of the
Stillwater Public Library Board
February 23, 2016**

Present: Library Board members, Cathy Albright, Robin Cornwell, Sally Harris, Gary Stanton, Monika Turek, Tom Warren, Library Director Lynda Reynolds and Recording Secretary Teresa Chaufy.

Absent: Judy Nelson.

Harris called the meeting to order at 12:00 pm.

The Board considered approval of the following items on the consent docket: minutes of the January 26, 2016 regular meeting, financial reports for January 2016, and activity report for January 2016. Turek/Albright moved to approve items on the consent docket. The votes were as follows: Albright, yes; Cornwell, yes; Harris, yes; Stanton, yes; Turek, yes; Warren, yes. Motion approved.

The Board next heard status reports:

a) "Two Books, One Community: Great Gatsby and Fire in Beulah" - Reynolds distributed flier on upcoming community read events. Two kickoff events are planned for March 8th: 1) during the OLLI Town Hall at noon, and, 2) at Brooklyn's beginning at 7 pm.

b) Staff performance reviews and continuing education - Reynolds reported to the board on the performance review process. She explained all new employees receive a review after their 6-month introductory period. All future reviews will be performed every 12 months from that date. If the employee receives a satisfactory review, they will receive a step increase within their pay range. All staff is encouraged to participate in free training classes provided by the City. Oklahoma Library Association conducts workshops and holds an annual conference which staff may also attend for a fee.

Next, Board considered revisions to Librarian II, Library Director, and Children's Services Assistant job descriptions. Board members were provided job descriptions with proposed changes. Stanton/Turek moved to approve the revisions to Librarian II, Library Director, and Children's Services Assistant job descriptions. The votes were as follows: Albright, yes; Cornwell, yes; Harris, yes; Stanton, yes; Turek, yes; Warren, yes. Motion approved.

Board next considered reclassification of part-time Interlibrary Loan position to part-time Children's Services Assistant. Reynolds reported one of the part-time ILL positions became vacant in November. The remaining ILL Librarian reports he is able to handle the workload on his own. Staff would like to see this vacant part-time position moved to Children's. It would allow for more after school programming, development of new

children's services, enable the Children's Service Desk to be staffed on Saturday, and reduce the amount of extra hours for part-time personnel during the Summer Reading Program. Warren/Albright moved to approve the reclassification of part-time Interlibrary Loan position to part-time Children's Services Assistant. The votes were as follows: Albright, yes; Cornwell, yes; Harris, yes; Stanton, yes; Turek, yes; Warren, yes. Motion approved.

Board next considered Fiscal Year 2017 Stillwater Public Library budget. Reynolds reported there have been a few minor changes made since the Board reviewed the budget last month. Reynolds explained some of the grant money will be carried forward for the next 2 fiscal years in order to fulfill a grant requirement. Warren/Turek moved to approve the Fiscal Year 2017 Stillwater Public Library budget. The votes were as follows: Albright, yes; Cornwell, yes; Harris, yes; Stanton, yes; Turek, yes; Warren, yes. Motion approved.

Next, Board considered the Oklahoma Library Association resolution in support of the Oklahoma Department of Libraries. Reynolds reviewed the resolution composed by OLA in support of the state library. Albright/Stanton moved to approve the Oklahoma Library Association resolution in support of the Oklahoma Department of Libraries. The votes were as follows: Albright, yes; Cornwell, yes; Harris, yes; Stanton, yes; Turek, yes; Warren, yes. Motion approved.

Meeting adjourned at 12:50 pm.

Respectfully submitted,

Teresa Chaufy
Recording Secretary